



Business Skills Training is one of four training portfolios in Matchett's Business Learning range:

Personal Development Training

Business Skills Training

Professional Skills Training

Leadership and Management Training



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Business Skills Training

Essential tools for business



every step of the way

Essential tools for business

Business Skills Training from Matchett

Creating a successful workforce in the modern business world demands that all staff have basic business skills firmly in place: essential skills needed by everyone in every business to be effective and to provide firm foundations upon which future growth, learning and development can be built.

Laying the foundations

Many of those studying at school and university today are about to start careers that literally didn't exist only a few years ago. They will require sound skills in communication, collaboration, organisation and in other key areas. And those careers that are familiar to us equally now demand that individuals quickly develop a basic set of good business skills. A common factor in business today is that everyone needs to possess these crucial skills.



Matchett provides training programmes to equip entire teams with essential business skills.



Developing all of the people helps to make the most of all of the business.

*proven skills
proven in business
proven to work*

The best businesses rely on Matchett to provide their workforces with the best business training.

Matchett has a long and proven track record, stretching back thirty years, of preparing and developing the workforces of the world's top businesses, including Cable & Wireless, Cisco, DaimlerChrysler, UBS and many other leading names; global organisations, renowned for excellence in workforce development, that have come to trust and rely on their training partnership with Matchett.

Matchett trainers are selected not only for their excellence in training skills but principally for their past experience in business. Matchett courses and Matchett trainers draw extensively on this real-world business experience to provide customers with the very best: proven skills, proven in business, proven to work.



Matchett's Business Skills Training Portfolio contains all of the courses needed to provide essential skills in business.

Presenting

Writing

Negotiating

Understanding

Collaborating

Influencing

Creativity

Organising

"I attended Matchett's course on Creative Problem Solving and found it both compelling and extremely valuable. I am applying the principles in my work to great effect. I'd have no hesitation in recommending Matchett to other organisations that require one of the best business training providers in the country."

ROGER SYKES

Head of Studies;
Policy, Research &
Studies Directorate
Audit Commission

Matchett's Business Skills Portfolio contains twenty six core training courses covering eight areas – developing skills in presenting, writing, negotiating, understanding, collaborating, influencing, creativity and organising. And to produce the exact development paths needed for each organisation, learning programmes can be designed combining content from a number of different courses, or completely bespoke.

Business Skills Training Courses

- Advanced Negotiation Skills
- Advanced Presentation Skills
- Business Essentials
- Business Writing Skills
- Consultancy Skills
- Contributing Effectively in Meetings
- Creative Business Thinking
- Customer Care
- Effective Interviewer
- Essential Presentation Skills
- Facilitation Skills
- Finance for Business
- Financial Awareness
- Meetings for Success
- Negotiation Skills
- Presentation Skills
- Running Meetings
- Secrets of Successful Interviewing
- Smart Writing
- Telephone Call-handling
- Time and Priority Management
- Time Management
- Writing Dynamic Reports